

Appl. # _____ Date Received _____

**Community Preservation Act
Town of West Tisbury
Application for Funding**

Please complete your application by providing the information requested and answering the questions in a document created on a word processor. You may submit ten copies to the address below or e-mail the document.

Community Preservation Committee
West Tisbury Town Hall
P.O. Box 278
West Tisbury, MA 02575

Submit 10 copies
OR
e-mail to: cpa@town.west-tisbury.ma.us

CONTACT INFORMATION:

1. Date
2. Project Title
3. Applicant/Contact Person
4. Sponsoring Organization, if applicable
5. Mailing Address
6. Daytime Phone
7. E-Mail address

PROJECT DESCRIPTION: In describing the project, please include succinct answers to the following questions. To be complete, an application must provide all relevant requested information. Include supporting materials and exhibits as needed.

1. **Project Category:** Which of the following categories of the CPA (it may be more than one) does your proposal address—Open Space, Historic Preservation, Recreation, Community Housing?
2. **Funding Scope:** How much CPA funding are you requesting? What is the total cost of your proposed project?
3. **Goals:** What are the specific objectives of the proposed project? Who will benefit and why? How will success be measured?
4. **Community Need:** Why is this project needed? Does it address needs identified in existing Town or regional plans, or by Island or non-profit organizations, or in community discussions?
5. **Community Support:** What is the nature and level of support and/or opposition for this project? In particular, which Town Boards/Committees/Departments or community organizations have you consulted/collaborated with?
6. **Budget:** What is the total budget for the project and how will CPA funds be spent? Provide written estimates and quotes to substantiate proposed costs. Include a two to five year budget, if appropriate. (NOTE: CPA funds may NOT be used for maintenance.)

7. **Funding:** What other funding sources are committed or under consideration? Include commitment letters, and describe other efforts to secure funding for this project, including jointly from other island CPCs. Is there any revenue potential for this project?

8. **Timeline:** What is the schedule for project implementation? Include timeline for critical elements, expenditures, receipt of other funds, if any.

9. **Implementation:** Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?

10. **Maintenance:** If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a five-year budget and documentation of commitment.

ADDITIONAL INFORMATION: Provide the following additional information, if applicable.

11. **Further Documentation:** Documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed. Provide evidence of long term deed restrictions where required for CPA funding.

12. **Feasibility Reports:** Any feasibility reports, renderings or other relevant studies and material, such as assessor's maps for location, photos, designs and supporting documents such as historic structural and existing conditions reports.

13. **Zoning Compliance:** Evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or list of permits/approvals needed.

14. **Other Information:** Any additional information that might benefit the CPC in consideration of this project.

15. **Applicants with multiple requests:** Please prioritize your proposals.